

MEETING FACILITY CHECKLIST FOR INDIVIDUALS WITH DISABILITIES

Meeting facilities must be usable by persons with disabilities.

This checklist is a list of the most common problems that limit use by individuals with a disability.

It is not all inclusive of all the problems that can occur at a meeting facility.

TYPE OF MEETING _____

DATE OF MEETING _____

PARKING LOT REQUIREMENTS

- A. If "self parking" is provided, does the lot have designated disability parking areas delineated?
YES_____ NO_____ Comments:
- B. If there are one or more disabled parking areas available, are they located nearest to the entrance where the meeting is to be held?
YES_____ NO_____ Comments:
- C. Do disabled parking spaces have an adjacent access aisle to allow persons who use wheelchairs, walkers, or other mobility aids to transfer from their vehicle?
YES_____ NO_____ Comments:

EXTERIOR ROUTES

- A. Are there curb ramps at least 36 inches wide for convenient wheelchair travel?
YES_____ NO_____ Comments:
- B. If there is a ramp for access, does it have a running slope of 1:12 or less for easy access?
YES_____ NO_____ Comments:
- C. If there is grating on the sidewalks, do they have spaces that canes, walkers, crutches, or wheels could slip into and cause an individual to fall?
YES_____ NO_____ Comments:
- D. Are there any obstructions that protrude from the walls (wall mounted lights, signs, pay phones, etc.) or are trees or shrubs present that could pose a hazard for a blind individual or person with low vision?
YES_____ NO_____ Comments:
- E. Are exterior doors at least 32 inches in width to allow individuals with wheel chairs, walkers, or other mobility aids to pass through without problems?
YES_____ NO_____ Comments:
- F. Is an automatic door opener provided?
YES_____ NO_____ Comments:
- G. Is there a vestibule present between doors?
YES_____ NO_____ Comments:
- H. If a vestibule is present, does it have a 30" X 48" clear floor space to allow access for inward swinging doors?
YES_____ NO_____ Comments:

INTERIOR ROUTES

- A. Are the hallways and corridors free from steps or abrupt level changes that could pose a hazard for persons who use a wheelchair, walker, crutches, or other mobility aids?
YES_____ NO_____ Comments:
- B. Are there obstructions that jut from the walls (fire extinguisher, water fountains, signs, light fixtures) that could pose a hazard for a blind or low vision individual?
YES_____ NO_____ Comments:
- C. Is there an elevator in the building?
YES_____ NO_____ Comments:
- D. If so, is the elevator needed to access the meeting room?
YES_____ NO_____ Comments:
- E. If the elevator is needed, does it have audible tones or verbal enunciators that designate the direction of the elevator?
YES_____ NO_____ Comments:

FACILITIES

- A. Is there a water fountain available for the disabled in a wheel chair?
YES_____ NO_____ Comments:
- B. Is there a pay phone available for the disabled in a wheelchair?
YES_____ NO_____ Comments:
- C. Do restrooms have at least one accessible stall with hand rails for a disabled individual for each gender?
YES_____ NO_____ Comments:
- D. Are there Braille characters on the restroom doors?
YES_____ NO_____ Comments:
- E. Are there Braille signs that show where other facilities are located (restaurants, gift shops, vending machines, registration desk, etc.)?
YES_____ NO_____ Comments:
- F. Are fire alarms present?
YES_____ NO_____ Comments:

G. Are sprinkler systems present?

YES_____ NO_____ Comments:

MEETING ROOM FACILITIES

A. Are there tables and chairs suitable for the disabled to use?

YES_____ NO_____ Comments:

B. Is a microphone system present to use?

YES_____ NO_____ Comments:

C. Are there visual effects suitable for the disabled with low vision?

YES_____ NO_____ Comments:

D. Are there audible devices an individual with a hearing impairment can use?

YES_____ NO_____ Comments:

OTHER NEEDS FOR THE DISABLED

A. Will the facility allow the use of service animals in its eating and/or meeting facilities?

YES_____ NO_____ Comments:

B. If a video is shown at the meeting, is close captioning provided?

YES_____ NO_____ Comments:

C. Will a sign language individual be available for the hearing impaired?

YES_____ NO_____ Comments:

D. Will there be someone trained to offer assistance, upon request, to help the disabled get settled at the meeting without distraction?

YES_____ NO_____ Comments: